



The Task Force on Trial Court Employees
November 30 – December 1, 1999
San Francisco, California

Type of Meeting: Nineteenth Meeting of the Task Force	Chair: Justice James A. Ardaiz, Administrative Presiding Justice, Court of Appeal, Fifth Appellate District Judicial Council Project Coordinator: Ms. Judith A. Myers, Human Resources Director, Administrative Office of the Courts ¹
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Please Bring: Calendars

Meeting Objectives:

- A. Provide an opportunity for communication through public comment period
- B. Review actuarial analysis and discuss what parts to include in final report
- C. Select presentation team to present recommendations to the Legislature
- D. Discuss options for providing employee education regarding the new personnel system
- E. Agree to modifications needed on the draft final report

Tuesday, November 30, 1999 - 10:00 a.m. to 4:00 p.m.

OPEN SESSION

Reminder: Breakfast on Your Own		
1. Welcome	ALL	10:00 a.m.
2. Public Comment Period <i>Objective: A</i>	ALL	10:00 - 10:30 a.m.
3. Review of November 8-10 Task Force Meeting and Announcements for Today's Meeting	Justice James A. Ardaiz, Chair Judith A. Myers, HR Director, AOC Liz Schiff, Facilitator	10:30 – 10:45 a.m.
4. Review Actuarial Analysis <i>Objective B</i>	Drew James, Actuarial Consultant, William M. Mercer, Inc. Liz Schiff, Facilitator Task Force Members	10:45 – 11:15 a.m.
5. Presentation Team <i>Objective C</i>	Justice James A. Ardaiz, Chair Liz Schiff, Facilitator Task Force Members	11:15 a.m. – 12:00 p.m.
Working Lunch		Task Force Members and Staff
6. Employee Education <i>Objective D</i>	Justice James A. Ardaiz, Chair Liz Schiff, Facilitator Task Force Members and Staff	12:00 – 1:00 p.m.
		1:00 – 1:45 p.m.

¹ Administrative Office of the Courts (AOC)
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Tuesday, November 30, 1999 (*continued*)

7. Final Report: Overview/Introduction <i>Objective E</i>	Judith A. Myers, HR Director, AOC Liz Schiff, Facilitator Task Force Members and Staff	1:45 – 2:15 p.m.
<i>Break</i>	<i>Task Force Members and Staff</i>	<i>2:15 – 2:30 p.m.</i>
8. Final Report: Sections w/ Slight Revisions a) Executive Summary b) Part I: Background and Introduction c) Part II: Definition of Trial Court Employee d) Part VII: History - Intro. - Definitions of Employment Status Options - Classification & Salary - Benefits - Retiree Group Insurance - Federally Regulated Benefits	Judith A. Myers, HR Director, AOC Liz Schiff, Facilitator Hazel Ann Reimche, HR, AOC Task Force Members and Staff	2:30 – 4:00 p.m.
10. Closing Remarks Ardaiz (<i>TF members read over the final report from 4-6 p.m.</i>)	Justice James A. Ardaiz, Chair	4:00 p.m.
<i>Reminder: Celebration Dinner (location to be announced)</i>		<i>6:15 p.m.</i>

Wednesday, December 1, 1999

8:30 a.m. – 3:00 p.m.

OPEN SESSION

<i>Reminder: Breakfast On Your Own</i> <i>Turn in comment sheets as soon as possible</i>		
1. Opening Remarks	Justice James A. Ardaiz, Chair	8:30 – 8:45 a.m.
2. Final Report: Remaining Sections - Part III: Recommended Employment Status - Part IV: Recommended Trial Court Personnel Structure - Part V: Accrued Leave	Justice James A. Ardaiz, Chair Judith A. Myers, HR Director, AOC Liz Schiff, Facilitator Hazel Ann Reimche, HR, AOC Task Force Members and Staff	8:45 – 10:00 a.m.
<i>Break</i>	<i>Task Force Members and Staff</i>	<i>10:00 – 10:15 a.m.</i>
3. Final Report: Part V (<i>continued</i>) - Employment Protection Employment, Selection, and Advancement System - Access to Personnel Files - Defined Benefit Retirement	Justice James A. Ardaiz, Chair Judith A. Myers, HR Director, AOC Deborah Brown, Attorney, AOC Hazel Ann Reimche, HR, AOC Jackie Murphy, HR, AOC Liz Schiff, Facilitator Task Force Members and Staff	10:15 a.m. – 12:00 p.m.

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Wednesday, December 1, 1999

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<i>Working Lunch</i>	<i>Task Force Members and Staff</i>	<i>12:00 – 1:00 p.m.</i>
4. Final Report (continued) <ul style="list-style-type: none">- Meet & Confer- Deferred Comp- Transition- Advisory Vote- Survey & Documentation- Ongoing Work of the Task Force- Appendix	Justice James A. Ardaiz, Chair Judith A. Myers, HR Director, AOC Deborah Brown, Attorney, AOC Liz Schiff, Facilitator Task Force Members and Staff	1:00 – 2:40 p.m.
5. Next Steps in the Process	Judith A. Myers, HR Director, AOC	2:40 – 2:50 p.m.
7. Closing Remarks	Justice James A. Ardaiz, Chair	2:50 - 3:00 p.m.

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